

Chapter 5 Fiscal Code

5-1. General

a. This chapter prescribes the policy and responsibilities for fiscal codes and accounts contained in the Army Management Structure (AMS).

(1) The AMS is the official U.S. Army framework or common language for interrelating programming, budgeting, accounting, and manpower control through a standard classification of U.S. Army activities and functions.

(2) It incorporates changes in the Congressional appropriation and Future Years Defense Program (FYDP) structures.

(3) It provides a basis for development and maintenance of edit tables in financial and manpower systems, including the AMS Maintenance System (located at DFAS-Indianapolis Center (DFAS-IN)), Departmental Status and Expenditure Edit Tables (located at DFAS-IN), and the AMSCO Database (located at the Pentagon).

b. AMS accounts and codes are published separately in Department of the Army Pamphlet 37-100-FY, The Army Management Structure (AMS) (DA Pam 37-100-FY, now DFAS-IN Manual 37-100-FY) for each fiscal year. For FY 94 and prior, this publication was an Army Regulation (AR 37-100-FY). The pamphlet--

(1) Contains the standard codes and terms for classifying financial resource transactions under applicable public law,

(2) Establishes the Standard Army Accounting Classification in accordance with this regulation.

(3) Establishes the level of detail and frequency for accounting and reporting of financial data.

(4) Prescribes performance factors for organizations and functions.

(5) Will be published annually, on a fiscal year basis.

c. The accounting classification is a collection of data elements used to identify financial transactions. (See DFAS-IN Manual 37-100-FY for examples of different accounting classifications.) The proper combination of data elements depends on the nature of transaction and the required level of financial control. Components of the accounting classifications cited on documents processed in accounting systems, or maintained in financial data bases, must agree with the governing directives in Table 5-1. Data elements are listed in the proper order. Use only those codes listed in either DFAS-IN Manual 37-100-FY or this regulation unless specifically authorized by DFAS-IN/AM. This does not mean that all data elements listed must be entered on all accounting documents. For example, the mandatory elements for foreign military sales (FMS) are listed in Table 5-2 and the mandatory elements for DA Form 3953 (Purchase Request and Commitment) are listed in Table 5-3. Maintain other

elements not listed in these tables, such as the functional cost account, in a financial data base where they can be retrieved for accounting processing and reporting.

d. Statutory authority for this regulation and DFAS-IN Manual 37-100-FY is derived from Subtitle II of Title 31 United States Code (31 USC), the Defense Authorization Act, and the Defense Appropriation Act.

e. This regulation and DFAS-IN Manual 37-100-FY satisfies requirements of the Budget and Accounting Procedures Act of 1950 (31 USC 3501) to achieve:

(1) Consistency in accounting and budgeting classifications.

(2) Synchronization between these classifications and organization structure.

(3) Support of budget justification by information on performance and program costs.

f. This regulation and DFAS-IN Manual 37-100-FY implement various issuance and directives from the Office of Management and Budget (OMB), U.S. Treasury, General Accounting Office (GAO) and the Office, Secretary of Defense (OSD).

g. The AMS is aligned with the DoD Program Element (PE) structure of the Future Years Defense Program (FYDP), to the maximum extent practicable.

h. The AMS employs the OMB and U.S. Treasury account structure for object classifications and appropriation accounts to the maximum extent practicable.

i. The appropriation account structures represent the lowest level of accounting required by Headquarters, Department of the Army (HQDA) and DFAS-IN.

j. Each AMS code and account will have a standard length and hierarchical structure and will be used for a single purpose.

k. Published changes will allow enough lead time for field implementation. Changes having a retroactive impact on accounting and reporting will be kept to a minimum.

l. Inclusion of AMS accounts and performance factors is a HQDA requirement for the data to be maintained by the field even if there is not a current reporting requirement.

m. Only the AMS codes and accounts issued in DFAS-IN Manual 37-100-FY are authorized unless supplementation is approved by the proponent of this regulation.

5-2. Professional requirements

To ensure proper fund control and accurate processing of accounting transactions, the accountant will be thoroughly familiar with--

a. The fiscal coding structure, and its various components such as the Army Management Structure Code (AMSCO), Element of Resource (EOR), Management Decision Package (MDEP), Disbursing Station Serial Number (DSSN), Reimbursement Source Code (RSC), and so forth. Data elements for the U.S. Army's fiscal coding

structure are contained in DFAS-IN Manual 37-100-FY.

b. How the AMS and its components are presented and used in the various U.S. Army and installation level accounting systems.

c. The content of system master files and analyzing system errors caused by master file error rejects.

5-3. Responsibilities

Finance and accounting officers/defense accounting officers and accountants will--

a. Ensure all documents have a valid and correct accounting classification.

b. Ensure that system edit files are updated with current fiscal code data.

c. Develop codes according to the following principles in order to maximize their usefulness:

(1) Use standard U.S. Army code structures whenever possible.

(2) Ensure code assignments follow a logical pattern.

(3) Follow a standard pattern of default and suspense codes for all data elements including special data codes.

(4) Use a single field or data element for only one purpose.

(5) Assign the necessary codes to meet valid information requirements of all serviced activities and higher headquarters.

d. The Director of the Defense Finance and Accounting Service-Indianapolis Center (DFAS-IN) is responsible for issuing the codes for the Army Management Structure and maintaining the related edit files for accounting and financial transactions. The Director, DFAS-IN will --

(1) Issue approved codes in DFAS-IN 37-100-FY

(2) Issue changes to DFAS-IN Manual 37-100-FY

(3) Coordinate changes with the Deputy Assistant Secretary of the Army for Budget (DASAB) prior to issuance.

(4) Maintain and update the AMSCO Database, the AMS Maintenance System, the Departmental Status and Expenditure Edit Tables and issue extract tapes and files to users upon request.

e. The Deputy Assistant Secretary of the Army for Budget (DASAB) is responsible for coordinating and approving AMS codes and accounts with appropriate Army staff elements. The DASAB will--

(1) Coordinate with appropriate Army staff elements and assign manpower indicators to all manpower loaded AMS codes.

(2) Coordinate with the Director of Program Analysis and Evaluation (DPAE) and other appropriate U.S. Army staff elements to ensure that AMS codes are consistent with OSD Program Elements.

(3) Act as primary HQDA focal point for forward-ing changes to DFAS-IN for inclusion in the AMS.

f. The Director of Program Analysis and Evaluation (DPAE) will receive and staff Program Change Requests (PCR) and Program Change Decisions

(PCD) related to OSD Program Elements with the DASAB. The DPAE will ensure that any changes to OSD Program Elements are incorporated into the AMS and necessary AMS codes are developed.

g. HQDA Appropriation Sponsors and Managers will submit requested AMS changes through DASAB to DFAS-IN based on issuance of PCD's and/or changes in reporting requirements.

h. The commanders of major U.S. Army commands (MACOMs) will submit requested AMS changes to DFAS-IN based on changing budgetary and management information requirements.

5-4. Accounting classification

a. The U.S. Treasury symbol includes the department code, period of availability-fiscal year (FY), and U.S. Treasury account number (basic symbol) prescribed by the U.S. Treasury Department, and the appropriate limit/subhead.

(1) The department code is a two or four digit code which identifies the department receiving the appropriation. Sometimes the department receiving an appropriation finds it necessary to transfer funds to another Federal department. When this is done, the transferring department submits a transfer voucher to the U.S. Treasury Department which validates the fund transfer. The U.S. Treasury Department then assigns the receiving department(s) code as a prefix to the original department code with a dash separating the two department codes. [For example, FMS funds are appropriated to the Executive Office of the President and identified as 11(FY) 8242. When the Executive Office of the President transfers these funds to the Department of Defense (DoD), the U.S. Treasury approves and records the transfer by adding the DoD's department code as a prefix (97-11-(FY)-8242).] To standardize coding throughout DoD, accounting systems will use two digits to identify the department. When funds are transferred to another department, use the receiving department code. (For example, record 21-11(FY) 1080 as 21(FY)1080). Show the gaining department first followed by the losing department on all accounting documents.

(2) The period of availability is a one or two digit code which identifies the FY of the appropriation and the FY of appropriation expiration if different than the year of the appropriation. When this occurs, the two digits are separated by a slash (the slash doesn't count as a digit). For example, the annual FY 95 Operation and Maintenance, Army (OMA) appropriation is coded 21 5 2020. The FY 95 Other Procurement, Army (OPA) appropriation is coded 21 5/7 2035. Presently most U.S. Army accounting systems use only one digit for the year of appropriation. However, some accounting systems identify both digits. To standardize coding throughout DoD, future changes will mandate four digits for all fiscal years. For example, annual accounts could be coded as 95/95; a multi-year account could be coded

as 95/97. See DFAS-IN Manual 37-100-FY for valid symbols to be used for this element.

(3) The U.S. Treasury account number (basic symbol) is a four digit code indicating the type of funds or major purpose of the appropriation. For example, OMA basic symbol is 2020.

(4) The limit/subhead is a four digit suffix to the U.S. Treasury account number (basic symbol). The limit/subhead is used to identify a sub-division of funds that restricts the amount or use of funds for a certain purpose or identifies sub-elements within the account for management purposes. (For example, the limit/subhead is used in the Defense Business Operations (DBOF) Fund to identify the DoD component and business area within the fund.) On accounting documents, the limit/subhead is preceded by a decimal point. If there is no limit/subhead, leave these positions blank.

b. The program year (PY) code is a one-digit code required for certain appropriations that may require fiscal year accountability because of the language contained in the Appropriation Act. (See DFAS-IN Manual 37-100-FY.) (For example, the Homeowners Assistance Fund, 97X4090.) For appropriations not requiring the program year, leave blank.

c. The operating agency (OA) is a two digit code which identifies--

(1) An organization responsible for managing funds to include receiving or issuing funds.

(2) An organization under whose jurisdiction the installation or activity operates when making deposit fund transactions.

d. The allotment serial number (ASN) is a four digit code assigned by an OA to identify a fund target/subdivision within an appropriation or fund. This number immediately follows a hyphen (-) which separates it from the OA.

(1) For specific allowances/allotments and restricted open allotments, the issuing OA will use the number to identify the particular allowance/ allotment of funds to an installation or activity. Use a number from 1000 to 9999 or use alphabetical characters.

(2) For general open allotments, a nominal fiscal station number (for example, S99999) is used since the allotment made available to all installations for use in performing a particular Army-wide mission. Some examples of general open allotments are allotments for military pay and allowances, and foreign currency fluctuation. Because of the nature of this type of allotment, detailed accounting records are maintained by the issuing operating agency. These allotments are also referred to as centrally managed allotments (CMAs).

(3) For special open allotments, the allotment is made available to several installations. However, unlike a general open allotment, it can be identified to the activity that uses the funds. It identifies the OA and the fund subdivision of the organization having control over the funds and the fiscal station number (FSN) of the station using the funds. For special

open allotments, the issuing OA will assign the first two positions of the ASN to identify subdivisions within an allowance/ allotment. For the last two positions of the ASN, use the OA code of the organization having the control over the using installation or activity.

e. For reimbursement transactions, in lieu of the allotment serial number, use a reimbursement designator code "C" followed by the RSC. For International Balance of Payments (IBOP) collections, use an "R" followed by the detail reimbursement source code "930".

f. The RSC is a three digit number that identifies the code for the source of an appropriation or fund reimbursement and the type of customer that initiated the reimbursable order. The first digit indicates the major category. The last two digits identify the specific source.

g. The AMSCO is a data element not to exceed eleven digits. It is the common language for inter-relating programming, budgeting, accounting, and manpower control through a standard classification of U.S. Army activities and functions. For some appropriations, the AMSCO is also referred to as the project code. For FMS transactions, place the "FMS" case and line number in this field. The first three positions are referred to as the "case number" and the next three positions are referred to as the "line number". (See Table 5-2.) Certain types of transactions are identified by special project account numbers for all appropriations. See DFAS-IN Manual 37-100-FY for special three digit project account numbers to use for certain transactions, such as advance payments.

h. The EOR is a four digit code which identifies the type of resource being employed or consumed (such as military personnel, civilian personnel, travel of personnel, utilities and rents, and communication). The EOR classifies the resource according to the nature of the usage rather than the purpose. The first and second positions are usually the OMB object class.

i. The MDEP code is a four digit code which is the controlling link between future year programs and the appropriation enacted by the U.S. Congress. This provides feedback on the consequences of decisions and effectiveness of field personnel to administer specific programs. The MDEP is a common language that provides the U.S. Army the capability to evaluate the execution of material, manpower, and dollars tied to wartime missions and peacetime management across appropriation lines. Similar codes are used by the U.S. Special Operations Command. These codes are called Special Operations Decision Package Codes (SODEPs).

j. Functional cost accounts (FCAs) are five digit codes that identify specific functions within an AMSCO/project. For example, Morale, Welfare, and support activities

k. The IBOP code is made up of the:

(1) Supplemental code which is a one digit code used to identify specific types of IBOP transactions, and

(2) Special data code which is a one digit code that identifies the IBOP transaction payer

l. The mandatory standard document numbers (SDNs) (formerly document reference number) is required for all obligation, disbursement, and collection documents and will contain no more than 14 characters. All documents processed through DFAS-IN managed accounting systems will require a SDN effective with October 1, 1993. Implement all SDNs no later than October 1, 1994. Do not change documents already assigned a document number. See Table 5-4 for the required SDNs. Prepare the SDN from left to right. The SDN may be created at various stages in the execution process, including the commitment stage (see Table 5-3). Therefore, it is imperative that all FAOs/DAOs, budget offices, civilian personnel offices (CPOs), transportation offices (TOs), program directors and others who may prepare or use a SDN, be familiar with this procedure. This familiarity will facilitate the timely and accurate recording of obligations and the recording of disbursements or collections of those obligations.

m. The account processing code (APC) (four digits) or the accounting classification reference number (ACRN) (two digits) identifies specific elements of the accounting classification and may be used as a shortcut to entering numerous elements into the accounting system for each transaction.

n. Location (country) codes used by the U.S. Army consists of three sets of location (country) codes. One set is for Foreign Military Sales (FMS), another set is for IBOP, and a set for Military Assistance Program (MAP)/ International Military Education and Training (IMET)/Foreign Military Financing (FMF). The FMS code identifies the FMS customers. The IBOP code identifies the country in which the payment is made. It is possible to have a transaction in support of an FMS order applicable to IBOP which would require identification of both country codes.

o. The unit identification code (UIC) is a six digit code that identifies the unit.

p. The FSN is a five digit number preceded by "S" which identifies the accounting entity that maintains the funds to be charged or credited. Components of the DA and DFAS-IN will use FSNs in the performance of appropriation and fund accounting. Cite FSNs on all allowance/allotment documents, all copies of money account papers, and other accounting documents.

5-5. Supplemental codes

Accounting supplemental codes that are not included in accounting classifications, but are important to accounting transaction processing are:

a. A disbursing station serial number (DSSN) is a four-digit number assigned by the U.S. Treasury,

through DFAS-IN, to identify a disbursing office. Cite the assigned DSSN on all checks drawn on the Treasurer of the United States and on all copies of disbursement and/or collection vouchers.

b. The obligation data code (ODC) classifies budget execution transactions as either U.S. Government or non-U.S. Government (public). ODC "1" identifies a Federal Government transaction, such as an obligation between Federal Government activities (Reimbursable Orders, Government Bills of Lading (GBLs), and so forth). ODC "2" identifies a non-Federal Government transaction, such as an obligation to an individual (pay/travel) or a public sector company (contracts/utilities).

c. Department of Defense Activity Address Code (DODAAC)--

(1) Identifies authorized requestors of the U.S. Army and the Office of the Secretary of Defense (OSD) logistics system (major weapons systems, spares, and replacement items, repairs, and so forth.) In addition, the ODC identifies transactions paid from foreign currencies (For example, B = Belgium/Franc).

(2) Records the costs associated with logistics actions.

(3) Controls all interfund billing clearances between the seller and the buyer as reported on the RCS TREAS-1061 and RCS CSCFA-304 reports, respectively. (See Chapter 29.)

d. Summary account file identification (SAFID) code stratifies AMSCO level costs of the Military Personnel, Army (MPA) appropriation. Standardized accounting processing codes or job order cost center codes stratifies AMSCO level costs of the National Guard Personnel, U.S. Army and Reserve Personnel, Army appropriations.

5-6. Establishment of and Changes to FSNs and DSSNs

a. Submit all requests to establish a new FSN through the appropriate command channels to: DFAS-Indianapolis Center, ATTN: DFAS-IN/AM, 8899 East 56th Street, Indianapolis, IN 46249-2201. Submit requests at least 60 days prior to the proposed implementation date and include:

(1) Complete designation and mailing address of the new station;

(2) Primary funding OA;

(3) Location of nearest U.S. Army FAO/DAO;

(4) Actions taken to obtain accounting support from the nearest FAO/DAO;

(5) Appropriations/funds to be accounted for by the new FSN.

(6) Type of accounting systems which will be employed.

(7) Source of data processing support. If another command, indicate whether or not a servicing agreement has been negotiated.

(8) Any other existing accounting offices which are in the same general area or located on the same

installation as the proposed one. If one exists, explain why it cannot provide accounting support.

(9) Effective date for activation.

b. Report any consolidation/capitalization impact, change of address, change of servicing FSN (or serviced activity) or deactivation to the DFAS-Indianapolis Center, ATTN: DFAS-IN/AM, 8899 East 56th Street, Indianapolis, IN 46249-2201. Indicate which FSN will retain accounting records and succeed the current FSN in case of deactivation.

c. Submit requests for assignment of a DSSN through command channels to DFAS-Indianapolis Center, ATTN: DFAS-IN/AM, 8899 East 56th Street, Indianapolis, IN 46249-2201.

d. Submit notification of deactivation of a DSSN to the above address and include the date of deactivation and disposition of retained accounts. Also, if this action applies to the deactivation of an FSN, report information required in paragraph a, above.

e. Report any changes in the designation or mailing address of the station subsequent to the assignment of the symbol number to the above address. If the change applies to a FSN, include required information in the notification.

5-7. Security assistance

a. Security assistance programs, not funded by the FMS Trust Fund, using other countries' cash, are funded by transfer appropriations which represent funds transferred to the U.S. Army from other U.S. Government agencies. The U.S. Army establishes the amounts in transfer appropriation accounts with symbols and titles identified with the appropriations from which the funds are transferred. It prefixes the appropriation transferred with the U.S. Army Department Code 21 (receiving agency). Under normal circumstances, these appropriations are annual, available for obligation for one fiscal year. Appropriations of the Executive Office of the President transferred to the U.S. Army to support Security Assistance are transfer appropriations. See DFAS-IN Manual 37-100-FY.

b. See the Chapters 8, 9, 29, and 30 for policy on commitments, obligations, and reporting. Fiscal accounting and reporting is on a program-year basis.

c. When pricing goods and services provided under this program, include:

(1) First destination transportation costs for the procurement and production of equipment and supplies (including government furnished equipment (GFE)).

(2) Basic costs (where applicable) of:

(a) Fabrication tooling.

(b) Jigs.

(c) Dies.

(d) Tools.

(e) Fixtures.

(f) Technical data.

(g) Handbooks.

5-8. Air Mobility Command Customer Identification Code and Transportation Account Code

a. All documents issued for passenger movements by the Air Mobility Command must contain a "customer identification code", and all cargo movements must contain a "transportation account code" to identify the office to be billed for the charges. Assign the "transportation account code" in accordance with DoD 4500.32-R (Military Standard Transportation and Movement Procedures - MILSTAMP).

b. The "customer identification code" for temporary duty (TDY) travel will consist of a maximum of 15 digits and will be constructed from the accounting classification as shown in Figure 5-1.

c. The "customer identification code" for permanent change of station (PCS) travel (see Figure 5-2) will consist of a maximum of seven digits which is comprised as follows:

(1) The first digit is the department. For example, number 2 identifies DA.

(2) The second digit is the FY designation of the accounting classification, or the fourth digit of the "movement designator code" (MDC).

(3) The third digit identifies the passenger category code as follows:

Category	Code
US Military and Civilian (U.S.)	1
Military Assistance Program (MAP)	2
United Nations (UN)	3
Civil Works Program	4
Admin Ryukyus Islands	5
Canadian Nationals	6
Free World Forces	7

(4) The fourth digit reflects an alphabetical code "A" which indicates a PCS movement of the individual.

(5) The fifth digit reflects the type of travel for military members (that is, accession, rotational, separation, or unit travel). A zero is shown for other passenger codes.

(6) The sixth digit is the passenger type (for example, officer, enlisted, civilian, or dependents of each).

(7) The seventh and last digit is to reflect the country code when applicable. Include the applicable "customer identification code" as shown in Figure 5-2, on the travel orders.

d. The proper "customer identification code" and/or "transportation account code" is very significant in the processing of Air Mobility Command billings. The code signifies to the Air Mobility Command where the bills are to be submitted for payment, and is converted by the paying office to the applicable accounting classification chargeable for the payment. The above procedures must be used in constructing the "customer identification code."

Table 5-1. Standard accounting classification data elements

Data Elements	Governing Directive	Number of Positions
Treasury symbol	DA Pam 37-100-FY	
Department code		2
Period of availability (FY)		1-4
Basic symbol		4
Limitation		4
Program Year	DA Pam 37-100-FY	1
Operating Agency	DA Pam 37-100-FY	2
Allotment Serial Number	Assigned by Operating Agency (note)	4
Reimbursement Source Code	DA Pam 37-100-FY	3
Army Management Structure Code (AMSCO)/Project Account Code	DA Pam 37-100-FY	6-11
Element of Resource	DA Pam 37-100-FY	4
Management Decision Package (MDEP)/Special Operations Decision Package (SODP)	DA Pam 37-100-FY	4
Functional Cost Account	DA Pam 37-100-FY	5
Location Components (Country code)	DA Pam 37-100-FY	2
Supplemental Code	DA Pam 37-100-FY	1
Special Data Code	DA Pam 37-100-FY	1
Standard Document Number	(See Table 5-3 & 5-4)	14
Account Processing Code (APC); Accounting classification reference number (ACRN)	Locally Assigned	2-4
Unit Identification Code (UIC)	DA Force Accounting System-Active Army and AR 680-330	6
Fiscal Station Number	DA Pam 37-100-FY	6

Note:

See DA Pam 37-100-FY for centrally managed allotment (CMA) allotment serial numbers.

Table 5-2. Accounting Classification Examples**Example 1: U.S. Army Appropriation - Direct Funds****21 5 2020 57-3106 325796.BD 26FB QSUP CA200 GRE12340109003 AB22 WORNAA S34031**

Data Element	Code	Explanation
Treasury Symbol:		
Department Code	21	Department of Army
Period of Availability (FY)	5	Fiscal Year 95
Basic Symbol	2020	Operations and Maintenance, Army
Operating Agency	57	U.S. Army Training and Doctrine Command (TRADOC)
Allotment Serial Number	3106	Locally Assigned
AMSCO	325796.BD	Base Operations (BASOPS-), TRADOC Director for Logistics (DOL)
Element of Resource	26FB	Supplies-Army Managed/DBOF Item
MDEP/SODEP	QSUP	Installation Supply Operations
Functional Cost Account	CA200	Commercial Activities - Contract Furnished Supplies
Standard Document Number	GRE12340109003	Locally Assigned
Account Processing Code (APC)	AB22	Locally Assigned
Unit Identification Code (UIC)	WORNAA	Ft. Sill, OK Garrison
Fiscal Station Number	S34031	Defense Accounting Office, Ft. Sill, OK

Example 2: Transfer Appropriation - Executive Office to the President to Department of Defense**97 11 X 8242.GYO! 4 89-1234 ABC123 31FA S91514**

Data Element	Code	Explanation
Treasury Symbol:		
Department Code (receiving)	97	Office, Secretary of Defense
Department Code (issuing)	11	Executive Office of the President
Period of Availability (FY)	X	No Year
Basic Symbol	8242	Foreign Military Sales
Limitation:		
Country Code	GY	Germany
Transaction Code	O	Alpha "O" (Non-Reimbursable)
Component Code	1	Army
Program Year	4	Fiscal Year 94
Operating Agency	89	U.S. Army Europe
Allotment Serial Number	1234	Locally Assigned
FMS Case and Line Numbers:		
Case	ABC	Assigned by Case Manager
Line	123	Assigned by Case Manager
Element of Resource	31FA	General Equipment, Army/DBOF Managed Item
Fiscal Station Number	S91514	V Corps Finance Group

**Table 5-3. DA Form 3953 (Purchase Request and Commitment Document)
Accounting Classification Data Elements**

POSITION	LENGTH	CHARACTER SET ¹	ELEMENT NAME
1-2	2	N	Department Code
3	1	A/N	Fiscal year (FY)
4-7	4	N	Basic Symbol
8-11	4	A/N	Limit/subhead ²
12	1	A/N	Program Year (PY)
13-14	2	A/N	Operating Agency (OA)
15-18	4	A/N	Allotment Serial Number (ASN)
19-29	11	A/N	Program Element (AMSCO) ³
30-33	4	A/N	Element of Resource (EOR)
34-39	6	A/N	FAS-IN Management Data Field ⁴
40-53	14	A/N	Standard Document Number (SDN)
54-59	6	A/N	Account Processing Code (APC) left justify, zero fill
60-65	6	A/N	Fiscal Station Number (FSN)

Notes:

1 "A" equals alpha characters; "N" equals numeric characters; A/N equals alpha-numeric characters.

2 (If basic symbol = 8242, then record positions 8-9 is location code, record position 10 is transaction code, and record position 11 is component code.)

3 (If Basic symbol = 8242, enter Case and Line Number, Left justify, zero fill.)

4 Zero fill this field until future guidance is given.

Table 5-4 A. Standard Document Number (SDN) - Standard Army Civilian Payroll Sys (STARCIPS) (Automated Systems Interface)

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-2	A constant "CP"
3	A=Army, or D=Defense
4-5	Payroll Number
6-7	Type of Position
8-10	Pay System Code
11-14	Payroll Julian Date

3. SDN expectations:

a. No document number consistency problems should occur because these document numbers are automatically created by the Standard Financial System (STANFINS) based on data provided by STARCIPS via the automated systems interface.

b. This document number should appear only in conjunction with pay and benefit EORs.

4. Additional SDN Instructions/Information:

a. Payroll numbers are locally assigned by the FAO/DAO, Civilian Pay Division.

b. See the STARCIPS Users Manual for the following code definitions.

- type of position Appendix A

- pay system code Appendix A

c. See the STARCIPS-R Users Manual for the following code definitions.

- type of position Appendix F

- pay system code Appendix F

c. Refer to Table 5-4 D for temporary Miscellaneous Obligation Documents (MODs) used for special transactions such as overtime or incentive awards.

d. Refer to Table 5-4 N for miscellaneous payroll collections such as jury duty fees.

Table 5-4 B. Standard Document Number (SDN) - Travel & local moves (DD Form 1614, DD Form 1351, SF 1164, SF 1170, SF 1482, and Letter Travel Orders)

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-3	First three letters of traveler's last name
4-7	Last four numbers of traveler's SSN
8	Type of travel (see paragraph 3a below)
9	Calendar month of order (Use alpha code)
10-14	Unique sequential travel order number

3. SDN expectations:

a. Any SDN which is created by an accepted automated system is authorized until system modifications can be accomplished:

Type of Travel

B =Blanket Travel Order
C =Recruiting Travel Expenses
E =Emergency Leave
L =Local Travel
M =Local Move
P =Permanent Change of Station
R =Retained Advances (when authorized)
S =Local Storage
T =Temporary duty travel
V =Army Reservists Advance Travel
Z =Invitational Travel Order

NOTE: Travel advances (except for retained advances)(DD1351) must be the same document number as the related travel order.

b. For Group Travel:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-3	A Constant "GRP"

A memo listing each traveler and their social security number must be attached to DD 1156. On that listing the names should be "grouped by like accounting classification".

c. This SDN format will provide a better capability to analyze and control travel fund usage since the type of travel will be apparent from automated systems output.

d. All temporary duty travel should be fully liquidated within 30 days after travel completion except for SATO processed LOPA/American Express transportation fares (EORs 214*, 217*, and 218*).

e. All travel advances should be recouped when the travel is settled for EOR 211*.

f. Recommend blanket travel orders and retained advances be limited to senior post military and civilian personnel who travel frequently.

g. Blanket travel orders will not have related advances; however, they may have an indirect relationship to a retained travel advance.

h. Retained travel advances (when authorized) will not have direct relationships to blanket travel orders.

i. If a DD 1556 is required for training purposes, all school costs (e.g., registration fees, tuition, books, etc.) will be obligated.

j. SF 1164s for local travel should be assigned unique sequential number when signed authorization is granted

4. Additional SDN Instructions/Information:

- b. Travel advances (except for retained advances) (DD Form 1351) must use the same document number as the related travel order.

c. The document number will be assigned when the order is authorized in conjunction with the travel order number assignment. A space must be left in the accounting classification to allow for document number insertion.

d. Recommend blanket travel orders be reissued at the beginning of every quarter to encourage better fund control practices. "Fourth quarter" blanket travel orders will be applicable only to travel starting in July or August. New September travel will be performed using individual travel orders. Encourage support on this effort. Except for General Officers and SES civilians, Accounting will finalize all blanket travel orders 45 days after the end of the applicable blanket travel period.

e. Retained travel advances are not based on a travel order; therefore, positions 10 and 11 will be used for fiscal year designation and represents when the retained advance should be reviewed for continuation. Zero fill positions 12 -14.

Table 5-4 C. Government Bills of Lading (SF 1103), U.S. Government Transportation Request (SF 1169A), Meal Ticket (DD Form 652), Transportation Warrant

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-3	A constant "GBL", "GTR", "GMT", or "WRT"
4-14	The GBL (or other document) number

3. SDN expectations:

Government Transaction Requests(GTR): This format is used only when authorization has been granted to procure multiple tickets over an established period of time.

4. Example:

The Government Bill of Lading number on the SF 1103A is located in the right hand corner with a Lead Alpha up to 10 digits to follow, for example:

T0954312312. The SDN for this transaction would be GBLT0954312312

5. In regard to positioning, after the constant, left justify the remaining document number and zero fill, if necessary.

For instance: Government Bill of Lading #A 0,613,549
SDN = GBLA0613549000

Table 5-4 D. Miscellaneous Obligation Documents (MODs) (DD Form 2406)

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-3	A constant "MOD"
4-5	Calendar Year
6	Calendar Month (Use alpha code)
7-14	Unique sequential number

3. SDN expectations:

a. This document number will make it easier to match disbursements to obligation estimates, allowing the FAO/DAO, Accounting Division, to adjust obligations automatically to the expenditures every month. This should also create a better fund control environment.

b. Sequential numbering system will be controlled by the Fund Control Officer.

Calendar Month Alpha Conversion Chart

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
D	E	F	G	H	J	K	L	M	A	B	C

Table 5-4 E. DoD Printing (DD FORM 282)

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-6	DODAAC
7-10	Julian Date
11-14	*Unique Sequential Number

3. SDN expectations: None

4. Additional SDN Instructions/Information: Use of the Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisition will accommodate the transition from cross-disbursing to interfund billing in FY 94. Please use the DODAAC and do not use the Unit Identification Code (UIC).

5. Element of Resource: 2400, 257T, and 257P

6. Option: "P" may be put in the 11th position to identify printing.

Table 5-4 F-1. Non-Defense Business Operations Fund (DBOF) Contracts, Imprest Fund Purchase Orders and Delivery Orders (SF 26, SF 30, SF 33, DD Form 1155, DD Form 1156, SF 44, SF 23, DA Form 3953, DD 281 GSA Contracts, BPAs (except for Civilian School Contracts - see Table 5-4 R) Interest Penalty Payment, Leases

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-6	DODAAC
7-10	Julian date
11	A constant "N"
12-14	Unique Sequential Number

3. SDN expectations:

a. By making the SDN a part of the accounting classification line, the SDN will flow through the Director of Contracting. Via the SAACONS interface, the accounting records (STANFINS) will be updated for obligation and the accounts payable system (CAPS) will be updated for disbursements.

b. Vouchers and supporting documents requiring Secretary of the Army approval and/or Emergency or Extraordinary Expenditures: use DD 281. For further guidance on this matter, refer to AR 37-1, paragraph 20-124.

c. For vouchers paid thru the contingency limitation (.0015), see Table 5-4 F-4.

Table 5-4 F-2. Utility Payments - Contracts, Imprest Fund, Purchase Orders and Delivery Orders (DA Form 3953DD Form 250, DD Form 1155, SF 23, SF 26, SF 30, SF 33, SF 44 GSA Contracts, BPAs)

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field</u>	<u>Position Number</u>	<u>Data Field Description</u>
	1-3	Type Service: ELC; GAS; WTR; PHN; CBL
	4	Calendar Month (Use alpha code)
	5-6	Year of Service
	7-14	Paid Information: e.g., Company, Location, and so forth.

3. SDN expectations: SDN for utility payments will be developed by the budget office. The SDN will be annotated on the bill at the time of fund certification. Adjust MODs for service monthly.

Example: Jun 93 Electric bill for Jeffersonville Reserve Center, "ELC0693JEFFVLE".

4. Additional SDN Expectations/Instructions: Utility and Telephone payments submitted on pre-certified SF 1034's will use the following SDN format when individual contract numbers are not available:

Replace positions 1-6 (DODAAC) with :

TELEPH for Telephone

UTILIT for Utilities

Positions 7-14 will remain as outlined in Table 5-4 F-1 above

Calendar Month Alpha Conversion Chart

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
D	E	F	G	H	J	K	L	M	A	B	C

**Table 5-4 F-3. Army Material Command (AMC) Only
Work Ordering through the Commodity Command Standard System (CCSS); Include
Contracts, Purchase Orders and Cited Orders to Other Major Subordinate Command
Acquisition of Equipment or Material**

1. SDN length: 12 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-2	*Customer Code
3	Program Year
4-8	Unique Sequential Number
9-10	*Buyer Code
11-12	*Performing (Seller) Activity Code

*See AMC-R 11-2 (Use of the Procurement Request Order Number (PRON)) for Installation and Activity coding assignments.

3. SDN expectations:

a. SDN is the Procurement Request Order Number (PRON) as defined for use within the Army Material Command for work ordering in and between MACOMs and for work ordering in and between Major Subordinate Commands utilizing the CCSS material acquisition files/processes.

b. When acquisition processes or systems are changed, the SDN (PRON) will be a part of the accounting classification. It will be recorded in the acquisition/financial files and passed through the MILSCAP processes to DFAS-Columbus Center (DFAS-CO) for recording and reporting to the funding station.

Table 5-4 F-4. Contingency Limitation (.0015) Funds for Criminal Investigative Service (DD 281; DA 3697; DA 5070-R)

1. SDN Length: 14 positions

2. SDN Structure Composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-4	* Office Symbol
5-7	Voucher Number
8-9	FY (last 2 digits of the fiscal year)
10-14	Local Use; or zero filled

3. SDN Expectations:

Authorized Office Symbols

<u>Organization</u>	<u>USACIDC Office Symbol</u>
HQ, USACIDC	CIDC
First Region	CIRA
Second Region	CIRB
Third Region	CIRC
Sixth Region	CIRF
Seventh Region	CIRG
Washington District	CIRW

4. For additional guidance and regulations, please refer to C1, AR 195-4, Chapter 4.

Table 5-4 G-1. Training Requests and Authorizations (DD Form 1556), Training Contr (SF 26, SF 30, and SF 33)

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-3	A constant "TNG"
4-6	First three letters of last name
7-10	Last four numbers of SSN
11-14	Unique Sequential Number

3. SDN expectations:

a. All training costs (tuition, books, registration fees, and so forth) will be obligated using the DD form 1556. The SDN structure is designed to distinguish different training costs associated with an employee. It also allows query to evaluate accumulated training costs by employee. (NOTE: If the training is provided at no costs for tuition, books, registration fees, and so forth, there will be no accounting classification on the request for training.)

b. For Group Training:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
4-6	A constant "GRP"

A memo listing each trainee and their socila security number must be attached to DD 1556. On that listing, the names should be "grouped by like accounting classification."

Table 5-4 G-2. Tuition Assistance (DA Form 2171)

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-4	Constant "ACES"
5-7	Education Center Control number
8	School Session Code
9-10	Calendar Year
11-14	Unique Sequential Number

NOTE: This SDN will be used for Army Education Center for military personnel only as modified below. For further guidance on this form, see AR 621-5.

3. The applicable school session codes are:

A =Fall II (Oct/Nov)	F =Summer or Summer I
B =Winter or Winter I	G =Summer II
C =Winter II	H =Summer III
D =Spring or Spring I	J =Fall or Fall I (SEP)
E =Spring II	K =Mini Session
	X =Annual

Table 5-4 H-1. Civilian Medical Care (Referral for Civilian Medical Care (DD Form 216

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-3	First three letters of last name
4-7	Last four numbers of SSN
8	Calendar month (Use alpha code)
9-14	Referral control number

Calendar Month Alpha Conversion Chart

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
D	E	F	G	H	J	K	L	M	A	B	C

Table 5-4 H-2. Civilian Medical Group Care Only (DD Form 2161)

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-3	"MED"
4-7	Medical service code (See chart below)
8	Calendar month (Use chart below)
9-14	Referral control number

Calendar Month Alpha Conversion Chart

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
D	E	F	G	H	J	K	L	M	A	B	C

Applicable Medical Service Codes

(Abbreviations derived from DA Pam 37-100-FY, AMS 847711.4* and 847713.1*)

Code	Description
CLSC	Clinic Supplemental Care
EIPC	Purchased Early Intervention Program (EIP) Supplemental Care
EIPS	Early Intervention Program, Ancillary Services
EFMP	EFMP
EFMS	Exceptional Family Member Supplemental
IPSC	Inpatient Supplemental Care
MISC	Miscellaneous Supplemental Care
NUCM	Nuclear Medicine
PATH	Pathology
RADI	Radiology
REHB	Rehabilitation
SDSV	Same Day Service
SPSV	Special Procedures Services
UNAS	Unclassified Ancillary Services

3. SDN expectations: Since the information provided on the DD Form 2161 is considered subject to the Privacy Act and the release of medical information is subject to the approval of their Patient Administration Division, forward obligations on transmittal letters or memorandum, to accounting with applicable accounting information. Although DD Forms 2161 will not be attached to the memorandum sent to Accounting, the copy retained by the submitting activity will have DD Forms 2161 attached to provide a clear audit trail. If using an automated commitment system which uploads obligations to the accounting system, no hardcopy documents are required to be sent to accounting.

Table 5-4 I-1. Reimbursable Orders (from an ordering activity perspective) - Procurement Work Directive (AMC Form 1095, DD Form 448/448-2, DD Form 1

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-4	A constant "MIPR"
5	Fiscal Year
6	Calendar month (Use alpha code)
7-9	Locally developed code for the performer, e.g., APG =Aberdeen Proving Ground
10-14	Unique sequential number assigned by the activity (or zero filled)

3. SDN expectations: For Army Material Command (AMC) users of the Commodity Command Standard System for creating procurement work directives. (see table 5-4 I-2)

4. Additional SDN instructions/information: This format is used only when a MIPR is accepted as a reimbursable order (not as a direct fund cite).

Calendar Month Alpha Conversion Chart

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
D	E	F	G	H	J	K	L	M	A	B	C

Table 5-4 I-2. Army Material Command (AMC) Only - Reimbursable Orders: Applicable users of the Commodity Command Standard System (CCSS) for creating Procurement Work Directives (AMC Form 1095) and the automated interface of Maintenance Data Management System (MDMS) to CCSS Financial, Standard Operation and Maintenance Army Research and Development System (SOMARDS) and Standard Army Procurement Appropriation System (SAPAS)

1. SDN length: 12 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-2	*Customer/Installation Code
3	Program Year
4-8	Sequential Serial Number/Character
9-10	*Buyer Code
11-12	*Performing (Seller) Code

*See AMC-R 11-2 for Installation and Activity coding assignments.

3. SDN expectations: Utilization of this SDN structure will eliminate the need to replace the original control element. This will allow the audit of the SDN from beginning to end of the execution life of the requirement.

Table 5-4 J-1. International Military Education and Training (IMET) for Medical Care

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-5	A constant "IMETT"
6-8	"MED"
9-11	"MOD"
12-14	Three position AMS, or unique requirement

3. SDN expectations: This SDN is internal to the FAO/ DAO because of the unique funding and obligation procedures applicable to IMET and will only be generated by the accounting division.

4. Additional SDN Instructions/Information: None.

Table 5-4 J-2. International Military Education and Training (IMET) for Medical Trainin

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-5	A constant "IMETT"
6-8	"TNG"
9-11	"MOD"
12-14	Three position AMS, or unique requirement

3. SDN expectations: This SDN is internal to the FAO/ DAO because of the unique funding and obligation procedures applicable to IMET and will only be generated by the FAO/DAO.

Table 5-4 K. MILSTRIP Requisition from Local Supply System as well as from Off-Post Supply Systems (Automated Systems Interface)

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-6	DODAAC
7-10	Julian Date
11-14	Serial Line Item Number

3. SDN expectations: This SDN should occur only in conjunction with supply (26**) and equipment (31**) EORs. The simultaneous obligation is only for DBOF requisitions and its related consumer fund. (NOTE: Items locally purchased through DBOF and automated systems interfaces are exceptions to this SDN.)

4. Additional SDN Instructions/Information:

- a. The document number as composed above is limited to MILSTRIP requisitions only.
 - b. Local MILSTRIP requisitions are automatically interfaced to STANFINS from the STARFIARS system. Requisitions processed by supporting installations that is, STARFIARS system at Forts Sheridan, Knox, and Leonard Wood are routed, without exception, to the FAO/DAO for processing directly into STANFINS.
 - c. National Capitol Region requisitions to the Defense Supply Service in Washington, D.C. are excluded from this SDN requirement.
 - d. On POL from base supply points, use above table, off-post (commercial vendor) use Table 5-4L.
-

Table 5-4 L. Petroleum, Oil, and Lubricants (POL) Payments

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-6	A constant "POLPMT"
7-9	Vendor Code (See codes below)
10	Calendar month of service (Use alpha code)
11-12	Calendar year
13-14	Zero fill

3. SDN expectations: Unbilled POL obligation estimates will be covered by a DD Form 2406 (MOD) (see Table 5-4 D).

Calendar Month Alpha Conversion Chart

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
D	E	F	G	H	J	K	L	M	A	B	C

4. Additional SDN Instructions/Information: Vendor Codes are listed below. If a code is not listed for your vendor, notify FAO/DAO. They will construct a Vendor Code for you.

VENDOR CODES:

AAA = INDEPENDENT	AFS = AAFES
AMC = AMOCO	BRN = BORON
CHE = CHEVRON	CIT = CITGO
EXN = EXXON	GLF = GULF
MBL = MOBIL	PHL = PHILLIPS 66
SHE = SHELL	SNC = SUNOCO
SNR = SUN REFINERY	STD = STANDARD
TEX = TEXACO	UNC = UNOCAL

Table 5-4 M. Cost Transfers

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-8	A constant "COSTTRAN"
9	Calendar Month (Use alpha code)
10-14	Unique Sequential Number

NOTE: Use of the original SDN is encouraged by the activity.

3. SDN expectations:

a. Cost transfers will be limited to transfers within a single fiscal year and between APC's that have the same basic symbol, operating agency, and allotment serial. Cost transfers between current year and prior year are normally limited to Civilian Pay, supply adjustments, and TDY.

b. Cost transfers will be submitted with this information: FY; EOR; APC; ODC; SDN; FSN; Amount.

4. Additional SDN Instructions/Information:

a. Cost transfers within the same activity need only be certified by the approving fund certifying officer of that activity.

b. Cost transfers between activities will be certified by the approving fund certifying officer from both activities prior to submission to the FAO/DAO.

c. Costs are transferred only if they have been completely liquidated (obligation, accrual, and disbursement are equal). This will prevent false and/or misleading statements on the accounting status reports and will also prevent erroneous transactions within the accounting system (for example, credit obligations, credit accruals, and/or credit disbursements).

Calendar Month Alpha Conversion Chart

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
D	E	F	G	H	J	K	L	M	A	B	C

Table 5-4 N. Appropriation Refunds (DD Form 1131)

1. SDN length: 14 positions

2. SDN structure composition:

- a. For corrections to overpayments - use the same SDN as the original payment.
 - b. For miscellaneous collections, such as Jury duty fees, create a document number that describes the situation (that is, "JURYDUTYFEES")
 - c. For MILSTRIP creditable returns - use the MILSTRIP document number assigned to the transaction by the Standard Army Intermediate Level Supply system (SAILS)/STARFIARS/STANFINS interface.
-

3. SDN expectations: Appropriation refunds are for overpayments and other specific collections. A refund receivable is established with an offsetting obligations for the same amount.

4. Additional SDN Instructions/Information: Contact your servicing FAO/DAO for guidance on unique situations not discussed here.

Table 5-4 O. State Licensing Fees (SF 1034)

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-3	A constant "LIC"
4-6	A constant "FEE"
7-10	First Four letters of last name
11-14	Last Four numbers of SSN

3. SDN expectations: None

4. Additional SDN Instruction/Information: If a site license, in positions 7 - 14, use a unique sequential number assigned by the fund holder.

TABLE 5-4 P. Long Term Training - Civilian School Contracts (DD Form 1155, SF 26, 30,) (US Army Student Detachment Only)

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-2	Payment Office Code (See 4a)
3-6	Last four characters of contract number or FY**
7-9	First three characters of student's last name
10-13	Last four digits of student's SSN
14	School session code (See 4b)

Note: ** = Last two digits of fiscal year

3. SDN expectations: Recording obligations at this level will create more obligation records; but, it allows expenditure to be matched directly to obligations. The results should be:

- a. More efficient fund control.
- b. The potential for automated analyses of classes scheduled versus classes taken/billed.

4. Additional SDN Instructions/Information:

a. Payment office code:

BR =Fort Bragg
 FJ =Fort Jackson
 KN =Fort Knox
 LE =Fort Lewis
 RL =Fort Riley

b. The applicable school session codes are:

A =Fall II (Oct/Nov)	F =Summer or Summer I
B =Winter or Winter I	G =Summer II
C =Winter II	H =Summer III
D =Spring or Spring I	J =Fall or Fall I (SEP)
E =Spring II	K =Mini Session

X = Annual

TABLE 5-4 Q. U.S. Government Bankcard Program

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-6	A constant: "CREDIT" = Supplies; "SERVIC" = Service; or DODAAC
7-10	Julian date (purchases)
11-14	**Use the last four digits of the approving official's assigned number

(**The number assigned by the credit card office.)

3. SDN expectations: Where pre-certification authority has been established, monthly disbursements by the FAO/DAO will be paid based on pre-certified vouchers received from certifying/approving official on monthly cardholder's statement of account. The certifying/approving official will assure that the SDN is included on the statement of account prior to submission to FAO/DAO (Vendor Payments Office) for check payment to Rocky Mountain Bankcard System.

4. Additional SDN Instruction/Information: Use DODAAC only when processing through SAILS.

Table 5-4 R. Postage and Express Mail - DoD Single Line Item Release/Receipt Document (DD Form 1348-1) and Public Voucher for Refunds (SF 1049)

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1	Constant "P"
2-3	A constant : UP = United Parcel MP = Metered Postage FE = Federal Express
4	Calendar Month (Use alpha code)
5-14	Unique Sequential Number

3. SDN expectation: None

4. Additional SDN Instruction/Information: None

Calendar Month Alpha Conversion Chart

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
D	E	F	G	H	J	K	L	M	A	B	C

Table 5-4 S. Military Entrance Processing Station (MEPS) Only Meals/Lodging (DA Form 3953, DD Form 250; SF 1034, and Invoice and Certificate of Performance (USMEPCOI 926))

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-3	MEPS Location City Code
4	FY
5	Constant " L " =lodging or "M" = Meals
6-9	Last four numbers of the delivery order
10-14	Unique sequential number

3. SDN expectations: None

Table 5-4 T. Military Entrance Processing Station (MEPS) Only, Fee-Base Doctors (DA Form 3953, DD Form 250, SF 1034, and USMEPCOM Form 926)

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field</u>	<u>Position Number</u>	<u>Data Field Description</u>
	1-3	MEPS City Location Code
	4	FY
	5	Month of Service (Use alpha code)
	6-9	Last four letters of last name
	10-14	Unique sequential number

3. SDN Expectations: None

Calendar Month Alpha Conversion Chart

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
D	E	F	G	H	J	K	L	M	A	B	C



Table 5-4 U. Military Entrance Processing Station (MEPS) Only Non-Defense Business Operations Fund (DBOF) Items (DA Form 3953, DD Form 250, SF 1034, and USMEPC Form 926)

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-3	Constant " DBF"
4-6	MEPS City Location Code
7-10	Julian Date
11-14	Unique Sequential Number

3. SDN expectations: None

Table 5-4 V. JAG Claims/Suggestion Awards (SF 1034)

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1	A constant "J"; "A"; OR "M"
2-4	First three letters of last name
5	Calendar Month (Use alpha code)
6-14	Unique sequential number

3. SDN expectations: None

4. Additional SDN Instruction/Information: None

- a. JAG claims use "J" in position 1.
- b. Awards use "A" in position 1.
- c. For any other purposes not covered by this SDN manual (for example, supplemental pay or on-the-spot awards) use "M" in position 1, which indicates miscellaneous.

Calendar Month Alpha Conversion Chart

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
D	E	F	G	H	J	K	L	M	A	B	C

Table 5-4 W. Reimbursable Work Authorization (RWA) (GSA Form 2957)

1. SDN length: 14 positions

2. SDN structure composition:

<u>Data Field Position Number</u>	<u>Data Field Description</u>
1-6	A constant "RWAMEP"
7	Calendar Month (Use alpha code)
9-10	Calendar Year
11-14	Unique sequential number

3. SDN expectations: None

4. Additional SDN Instruction/Information: None

Calendar Month Alpha Conversion Code

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
D	E	F	G	H	J	K	L	M	A	B	C

Example of an Accounting Classification Shown on Orders

2142020 38-3840 P331715 219A DOE999999201068 BJ50 S12117

Construction of the Customer Identification Code

Component Code ¹	Fiscal Year ²	Basic Symbol ³	Limit/Subhead ⁴	Fiscal Station ⁵
2	04	2020	038	12117

NOTES:

¹ For position one, enter the Component Code (that is, 1 for DoD; 2 for Army; 3 for Navy; 4 for Air Force; 5 for Joint Services; and 6 for Marines). Normally the Air Mobility Command (previously the Military Airlift Command) will assign the 1st position of the Customer Identification Code.

² For positions two and three, enter a two position fiscal year (that is, for a single year appropriation enter "0*", with the asterisk representing the last position of the fiscal year; for a multi-year appropriation enter the year of availability(unexpired) of funds (46); and for no-year/revolving funds (including DBOF) enter "XX".

³ For positions four through seven, enter the basic symbol.

⁴ For positions eight through ten, enter the last three positions of the limit. If the appropriation has no limit, enter the operating agency and zero fill the first position.

⁵ For positions eleven through fifteen, enter the fiscal station number.

Figure 5-1. Construction of an Air Mobility Command Customer Identification Code (CIC) for Travel

Type of Passenger	Type of Travel	Customer Identification Cod
Officer	Accession	2*1A11
Officer	Rotational	2*1A21
Officer	Separation	2*1A31
Officer	Unit	2*1A41
Enlisted	Accession	2*1A53
Enlisted	Rotational	2*1A63
Enlisted	Separation	2*1A73
Enlisted	Unit	2*1A83
Officer Dependent	Accession	2*1A12
Officer Dependent	Rotational	2*1A22
Officer Dependent	Separation	2*1A32
Officer Dependent	Unit	2*1A42
Enlisted Dependent	Accession	2*1A54
Enlisted Dependent	Rotational	2*1A64
Enlisted Dependent	Separation	2*1A74
Enlisted Dependent	Unit	2*1A84
Civilian		2*1A05
Civilian Dependent		2*1A06
Military Assistance Program (MAP)		2*2A0 ^{2,3}
United Nations		2*3A0 ^{2,3}
Civil Works Program		2*4A0 ^{2,3}
Administration, Ryukus Islands		2*5A0 ^{2,3}
Canadian National		2*6A0 ^{2,3}
Free World Forces		2*7A0 ^{2,3}

NOTES:

1. * - Use the fiscal year shown in the orders. For military personnel and their dependents, the fiscal year will be the fourth digit of the Movement Designator Code (MDC) shown in the orders and listed in DA Pam 37-100-FY.
2. Differentiate between military and civilian where applicable.
3. Apply country code where applicable.

Figure 5-2. Customer Identification Code for PCS Travel